



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PSYCHOLOGIST LICENSED PROG ADMINISTRATOR

Job Number: 20001031

Job Code: 44130V161016

Job Group: 4400 - PSYCHOLOGY

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, develops and coordinates one or more psychological service program(s) on a statewide basis; and performs other duties as required. (Persons who have been granted temporary permission to practice psychology by the Kentucky Board of Examiners of Psychology may not serve as the supervisor of record for certified psychologists, licensed psychological practitioners, psychological associates or licensed psychologists.)

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have four years of experience as a Licensed Psychologist or its equivalent as determined by the Kentucky Board of Examiners of Psychology.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be a Licensed Psychologist or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology. <http://psy.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the

length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, develops, and/or coordinates the development of regional and/or statewide plans for mental health or mental retardation services. Synthesizes data and prepares professional reports or informational materials on programs and services for dissemination to service or support populations. Identifies target groups needs for program communications including service delivery staff, professional organizations, courts administrators, legislators, educators and potential service users. Serves on committees to survey or review treatment programs or services. Participates in the development of statewide program standards, performance indicators, and quality review mechanisms. Provides technical assistance to regional organizations, facilities or institutions. Develops, plans and conducts program impact studies and identifies service need populations. Represents the agency in statewide professional standards and appropriate legal standards to professional staff and administrators. Maintains and updates professional skills through professional meetings, workshops and literature.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Works is typically performed in an institutional setting. Working in proximity to some violent inmates creates occasional physical risks.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.